



TEAMWORK FOR EXCELLENCE

P L A N O
Independent School District

DECEMBER 15-18, 2014 **SECONDARY TRANSFER ONLINE** **NUMBERING SYSTEM FOR** **2015-16 SCHOOL YEAR**

The Office of Student Administrative Services has implemented a new online numbering system for secondary transfer requests to reduce the need for long lines on the January 5 transfer request day.

Beginning **December 15 at 6:30 AM**, parents **must** log onto the Plano ISD website at [HTTP://K-12.PISD.EDU/TRANSFER](http://k-12.pisd.edu/transfer) to receive a number that will hold a place in line for requesting a transfer for the 2015-2016 school year. Online access will end December 18 at 5:00 PM.

Transfer day will be **Monday, January 5**, with doors opening at 7:45 AM at the Plano ISD Administration Building on 2700 W. 15th Street.

For more information regarding the Intra-District transfer process, please link to [HTTP://WWW.PISD.EDU/PARENTS/TRANSFERS](http://www.pisd.edu/parents/transfers).

Please note this is not an automatic approval for your transfer request. This is only an online numbering system to hold your place in line.

ON DECEMBER 15

Computer stations will be available on December 15 at the following Plano ISD locations to accommodate anyone without computer/Internet access:

6:30 AM – 8:30 AM

Plano ISD

Administration Building
2700 W. 15th Street
Plano, TX 75075

6:30 AM – 8:30 AM

Family Education and

Guidance at the Bird Center

1300 19th Street

Plano, TX 75074

(Please enter on 19th Street by the left side of the building at the playground)

TRANSFER DAY

Monday, January 5

Plano ISD

Administration Building
2700 W. 15th Street
Plano, Texas 75075

Doors open at 7:45 AM

Must have online transfer number issued online.